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CONFIDENTIAL

3 November 1954

PROCESSING AND RECORDS DIVISION MEMORANDUM NO. 24

SUBJECT: In-Casual and Out-Casual Reports, Form 37-200

REFERENCE: PRD Memorandum No. 20

1. Effective immediately, the Position Control Section will be required to enter the Career Service Designation of the individual concerned on all "In and Out Casual Status Records", Form 37-200.

2. There has come to light an additional item which affects the In and Out Casual Status Report which is not covered specifically by Form No. 37-200. This is the case of a person who travels to the field or to Washington on TDY and is subsequently changed to PCS while at his TDY point. When it becomes necessary to re-order Form No. 37-200, the form will be revised as follows:

a. Under Item 2 the following statement will be added: "receipt of amended travel order assigning subject to headquarters PCS when he is presently at headquarters on TDY."

b. Under Item 5 the following will be added: "receipt of amended travel order changing movement to PCS while subject is on TDY in field".

3. It is pointed out that in some instances the latter item will not affect the casual status report, particularly if the employee was carried on vouchered funds while on TDY. Nevertheless, CPB will prepare Form No. 37-200 in all cases covered above and Position Control Section will determine whether any action in the matter is necessary.

3. Until such time as the new forms are available, the present form will be used and the necessary information inserted under "Remarks".

[redacted]

25X1A

Chief, Processing and Records Division

JOB NO. ____ BOX NO. ____ FLD NO. ____ DOC. NO. 18 NO CHANGE
IN CLASS. ☒ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. ar
NEXT REV DATE 10 REV DATE 8 Sep 78 REVIEWER 0311 TYPE DOC. 01
NO. PGS 1 CREATION DATE ____ ORG COMP 2 OPI 2 ORG CLASS C
REV CLASS C REV COORD. ____ AUTH: HR 70-3

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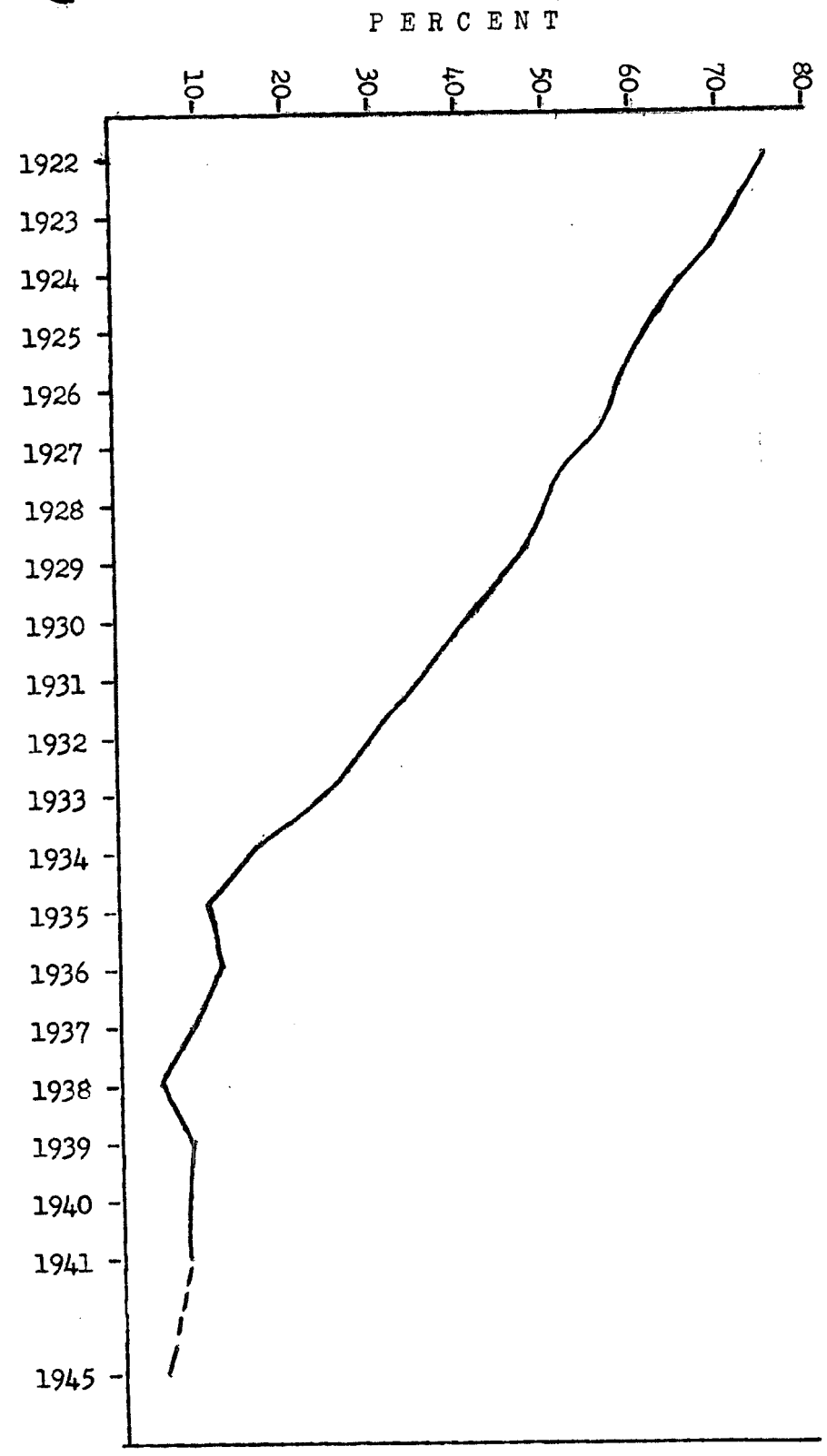

FIG. 1. Percentage of All Regular Army Captains Receiving Less Than Excellent Ratings on [redacted] orm 67, 1922-1945
No Ratings for War Years 1942-1944

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